

GRAVEL PIT ALLOTMENTS ASSOCIATION

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Minutes - AGM

Meeting held at 7.00 pm on 4th April 2012 at Yapham Village Hall

PRESENT

Suzanne Allan (GPAA Chair)
 Michael Atkin (GPAA Treasurer)
 Andrew Hancock (GPAA Committee Member)
 Denise Mitchell (GPAA Secretary and minute taker)
 Steve Oxley (GPAA Committee Member)
 Andrew Woodall
 Charlie Ives-Keeler
 Chris Noel

		Action
1.	Minutes of Previous Meeting Accepted as a true record.	
2.	Matters Arising <ul style="list-style-type: none"> • Letterhead – now ok. Michael to print some headed paper for letters. • Composting toilet – Other alternatives investigated but decided to go with composting toilet as per budget. Deposit paid 28.3.12. Steve/Suzanne to get building quotes. Delivery within four weeks but we can specify date – possibly early May. Volunteers needed to help with installation. • Official Opening – Michael to write inviting HRH now we have letterhead. • Tree Crowning – Tree surgeon visited to view 4th April. Suzanne to meet him 5th April. Work to be discussed depending on budget (£1000). Work to be carried out Easter weekend. Volunteers needed to help with clearing and burning please. • Polytunnel – Steve has frame. 7.4m x 3m. New polythene cover needed. Transport to be arranged from Yapham Mill. 	<p>Suzanne/ Steve</p> <p>Michael</p>
3.	Chairman's Report Site has come on really quickly in the last few weeks. Plots are now organised and growing has started. Congratulations and thanks to all involved. Special thanks to Andrew Woodall for all his hard work and support. Now we've moved from the planning to the operational stage we need to think	

	<p>about any changes to the way we work.</p> <p>Some training will be organised soon, especially for beginners – although we are all learning from each other. Training sessions may be opened to wider community.</p>	
4.	<p>Treasurer's Report Michael had prepared a financial statement with copies for committee.</p> <ul style="list-style-type: none"> • Current account balance £124.29. • Income over £20,000 – mainly lottery money. Mostly spent and mostly all received now. • When lottery funding has been spent Michael will arrange for accounts to be audited. (Beginning June 2012.) • Michael reminded us that receipts must be given to all suppliers of goods or services • Steve said that most of the lottery money had been spent locally. 	Michael
5.	<p>Funding</p> <ul style="list-style-type: none"> • Lottery – mostly spent. Composting toilet main expenditure remaining. • Plot rents – most received and still to be paid in to account. • East Riding grants – earmarked for compost bins. Future grants money for polythene for polytunnel. • Other funding. Suggestions included: <ul style="list-style-type: none"> • Car Boot sales – Would need to collect more stuff to sell • Quiz night. Suggested better in Autumn/Winter. Possibly Halloween? • Site barbecue • Supermarket sponsorship – goods in kind/supply food for opening • Michael to investigate Nectar points for charities • Parish Council – Suzanne to write asking them to pay for replacing gate to field and for tree crowning as these are PC assets. Also to reimburse use of hall for this meeting. 	Suzanne
6.	<p>Website and Communications</p> <ul style="list-style-type: none"> • Prior to the meeting Andy had circulated analysis of website visits <ul style="list-style-type: none"> • £46 made from Amazon referrals • Stats generally good with 579 more visits than at this time last year. • 70% of these visitors are completely new and 30% returning visitors • There is more content so more pages are being viewed. • Andy reminded us that WWW is not needed at beginning of web address – so web address to be amended wherever it appears incorrectly. • Some discussion about how to keep people visiting website now work nearly completed. <ul style="list-style-type: none"> • Andy can notify members when site updated with new material. 	

	<p>Denise to forward list of members' email addresses to Andy.</p> <ul style="list-style-type: none"> Website has been designed to be an "open community forum" so that individuals can upload information – eg reports/recipes/training information/photos. New posts will be moderated and approved (by Andy/Suzanne/committee – tbc) and then uploaded on to website. Communication to be by email where possible or via website to save costs and paper Noticeboard has been built and needs to be put up at the site. Some discussion about the form future meetings should take now site up and running and planning stage over. Decided to have quarterly meetings as we will still need to discuss matters arising/fundraising etc. Also to keep meetings to committee as now but to review in future. 	Denise
7.	<p>Site Management</p> <p>Water</p> <p>Use on site and concerns about costs discussed.</p> <ul style="list-style-type: none"> Standing charge for water started when tap used for the first time 1,000 litres (1m³) costs £1.18. Michael suggested filling a 1,000 litre container and paying GPAA £1.18 for the water. Michael also suggested ring fencing plot rent money for water and insurance Suzanne said we should all be able to use water from tap until individual supplies established but should be careful <p>Decided:</p> <ul style="list-style-type: none"> No hosepipe use allowed by plot holders Plot holders should bring their own water if they can Plot holders should use the tap sparingly Plot holders should manage their water use on their plots When possible harvest water on plot and use own water Check how much water is being used by regular meter readings. <p>Car Parking</p> <ul style="list-style-type: none"> Please don't park in lay by on road by site. This is a passing place. Please park in field on hard standing – but be careful if it's been raining. Water runs from road down slope and into plots and cartway Steve to see if drains can be incorporated when cross over done Road run off can't be harvested for watering as it is polluted <p>Gates</p> <ul style="list-style-type: none"> If you are last out, please shut the gates Suzanne to put reminder on gates/noticeboard 	Steve Suzanne
8.	<p>Plot Allocation and Payment</p> <ul style="list-style-type: none"> 16 plots available for parishioners – 2.5 plots left 	

	<ul style="list-style-type: none"> • 4 plots available for outside parish – all plots taken – one person on waiting list • Full or half plots available • Full plot £40 p/a payable in one go or two lots of £20 April and October • Half plot £20 p/a payable in one go in April • Welcome weekend saw most plot holders take possession of plots - £380 taken, given to Michael for banking (now banked). Tenancy agreements returned and receipts given. • 18 members so insurance will need to be updated 	Denise
9.	<p>Election of Officers</p> <p><u>Chair</u> Suzanne Allen. Proposed by Denise. Seconded by Charlie.</p> <p><u>Treasurer</u> Michael Atkin. Proposed by Suzanne. Seconded by Steve.</p> <p><u>Secretary</u> Denise Mitchell. Proposed by Michael. Seconded by Charlie.</p>	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Seed Catalogue. Reminder that members can order seed at a discounted rate from Kings Seeds – Suzanne will circulate seed list Aug/Sept. Orders to be in by November. GPAA gets some funding from this too. • Sheds – Sheds welcome on plots – please put at outer edge of your plot to avoid shading others. Please attach a water butt! 	

Next Meeting

Committee Meeting. 2:00 pm Sunday 17th June, Michael's house/allotment depending on weather